

Application for Alcohol Licensing Building and Planning Certificate



How to apply for a Building and Planning Certificate

Under section 100 of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to to apply for a building and planning certificate.

Your application will not be processed unless the application is completed correctly and all documentation is supplied. Incomplete applications will not be accepted.

What you need to do

- Supply completed application form
- Supply all required supporting documents
- Pay application fee

How to submit your application

- Post - Thames-Coromandel District Council, Private Bag 1001, Thames 3540 New Zealand
- Email - customer.services@tcdc.govt.nz
- Drop off your application at any of our service centers

What to include

- Application fee - \$385.00
- Floor plan showing the layout and uses of the building including any outdoor area. Show areas where alcohol is to be sold, supplied or consumed
- Certificate of Title (CT) - less than 2 months old
- If relevant, a copy of the most recent resource consent and/or any previous planning certificates for the premise
- Copy of current building warrant of fitness (if applicable)

Applicant details

Applicant name <i>(name to appear on alcohol licence)</i>	
Daytime Contact Name	Postal address for service documents
Telephone Number	
Email address	

Building details

Street address
Legal description
Occupancy

Payment options

By Mail - Send a cheque with the application to Thames-Coromandel District Council, Private Bag 1001, Thames 3540

In person - You can pay by cash, eftpos or credit card at any of our service centers Thames, Whangamta, Whitianga and Coromandel or online at www.tcdc.govt.nz/internetbanking

Office use only	APPLICATION FEE (including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				